



**Position Title:** Office Specialist, Cultural Affairs  
**Reports To:** Manager  
**Department:** Cultural Affairs  
**Prepared By/Date:** Maria Linares/4-26-2010  
**Approved By/Date:** Vivian Rodriguez/4-26-2010  
**Revised:** Jennifer C. Brito/6-2-2010

**Job Code:** 4181  
**Job Group:** SNE  
**Salary Grade:** 12  
**FLSA Status:** Non-exempt

**Summary:**

Provides support services to the Director and Artistic Director of Cultural Affairs in the areas of grant management, contract management, logistics for production, marketing and educational residencies as well as box office management.

**Essential Duties and Responsibilities:**

- Creates and maintains agreement for services for all artists, technical, and production companies, lease agreements, venues, special services for all performance and production needs.
- Arranges artist travel itineraries, housing arrangements ground transportation, secures coverage of all events, schedules theaters and technical equipment.
- Works with the production staff to ensure all technical arrangements of each production are met and completes work orders for space and equipment.
- Maps the house for each show, orders tickets, supervises ticket sales, and ensures accountability of said sales.
- Assists Residency Coordinator with research, planning, and logistical support for residency activities with MDC faculty and students, Miami based arts, community-based organizations, and the MDCPS system.
- Maintains and updates the Cultural Affairs website, collects artist publicity information, maintains timeline surrounding the production of brochures, mailing pieces and placement of radio, TV and print ads for final reporting purposes.
- Engages the public to increase awareness of events, assists staff in determining target audiences for each program, and implements marketing and advertising strategies within the budget.
- Maintains schedule of interim and final reports to ensure timely submission, compiles anecdotal and statistical information for final reporting purposes.
- Performs other duties as assigned.

**Knowledge, Skills and Abilities:**

- Knowledge of accounting principles, record keeping and organizational responsibilities
- Familiarity with grants management, basic marketing, and programming concepts within the performing arts.
- Excellent oral and written skills with knowledge of business English and excellent spelling.
- Excellent communication skills and ability to speak effectively before groups.
- Ability to write routine reports and correspondence.
- Ability to apply common sense, carry out instructions furnished in written oral or diagram form.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate's degree from a regionally accredited institution and four (4) years of experience in responsible administrative and clerical work, or any combination of education and experience.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name